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23 December 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
23 December 1965

1. Project HELPFUL

At a farewell cocktail party for [REDACTED] Commandant of the Defense Intelligence School, Admiral Reed, the DIA Chief of Staff, informed [REDACTED] that Lt. Gen. Carroll was unusually pleased with the letter from Admiral Raborn concerning Project HELPFUL. General Carroll directed Admiral Reed to prepare a memorandum for his signature to all concerned with Project HELPFUL, commending each for his part in the program. A copy of Admiral Raborn's letter was attached to each memorandum. DIA is planning for another running of Project HELPFUL to be given in May.

2. Project USEFUL

On 13 December [REDACTED] met with [REDACTED] to formulate plans for the one week Project USEFUL which we understand has been approved by the DDP for presentation during the week of 18-22 April 1966.

3. Career Training Program

DOCUMENT NO. The Support Services Course #2 ended on 17 December 1965. Of

NO CHANGE IN CLASS. 11

11 DECLASSIFIED

CLASS. CHANGED TO: TS, S

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the 25 career trainees enrolled in the Course, 10 have been assigned to Headquarters and 15 overseas. Five of those going overseas are scheduled for duty in South Vietnam.

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[REDACTED], an internal CT enrolled in the October class, has been awarded the Intelligence Star for his outstanding service in

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[REDACTED] is presently at [REDACTED] taking the Operations Familiarization Course and we are notifying him of the action taken by the Honor and Merit Awards Board.

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4. School of International Communism

During calendar year 1965 the SIC Faculty gave a total of 182 presentations outside the Agency. The average time for each session was two hours. Principle requesters for SIC lecturers were the FSI, the DIS, Fort Holabird, and the International Police Academy.

5. OTR Attendance

Internal training attendance was 543, and external attendance was 389 for the week of 13 - 17 December 1965.

6. IBM Training

At a meeting with IBM representatives in October, we requested 356 spaces for the next six months for 360 Systems Training. To date, IBM has confirmed 150 spaces.

IBM has confirmed 18 spaces in the 24 January running of the 1401 Autocoder Course. These spaces were requested to accommodate

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members of the Wiltse committee.

7. Programmed Instruction

A meeting was held with ORD/DDS&T on 22 December to explore OTR/ORD cooperation in the field of Programmed Instruction. Matt Baird, [REDACTED] represented OTR. [REDACTED]

[REDACTED] attended for ORD. An hour of discussion produced the following general conclusions: (a) The key to effective use of the techniques as presently known is the accurate determination of training objectives; (b) Proper application to courses or portions of courses which are adaptable to programming can result in increased training effectiveness and more efficient use of instructor personnel; (c) Achievement of desirable results will require consistent efforts and time sufficient to develop, validate and test prospective programs.

The ORD representatives felt that they could be more useful if they were better acquainted with what OTR is doing and how training is being conducted. We agreed that mutual briefings could be a first step.

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He added that his research and observation led him to the firm conclusion that no military program was "in the same league."

9. Planning, Programming and Budgeting Courses

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Mei Wachs of the Civil Service Commission advised [REDACTED] on 22 December that the Office of Career Development was proceeding with plans for presenting two of PPB Courses previously reported. The CSC hopes to offer the first two-day orientation in mid-January and the three-week version of the Defense Systems Management Course geared to civilian agencies needs by early February. Wachs also was pleased with our quick response to his request for a "guesstimate" of our requirements. We had indicated an annual input of 100 for the orientation and 20 for the three-week course as a rough planning figure. [REDACTED] reaffirmed and Wachs acknowledged that our true needs could well exceed our estimates. We will now ask Component Training officers to provide specific requirements.

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"signed" *Jx*
MATTHEW BAIRD
Director of Training

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